

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)
TIME LINE
FISCAL YEAR ENDED JUNE 30, 2006**

Deadline:

June 26, 2006	Agencies provide all Post Cap Forms to DFA-OA-CAFR that need to be completed by June 30, 2006.						
June 29, 2006	Agency personnel settle all construction related WBS elements that are not expected to have anymore GR's. Agencies settle all completed AUC's to final assets.						
June 30, 2006	<p>Agency personnel settle all remaining construction-related WBS elements.</p> <p>Agency personnel settle completed construction-in-progress finished since 6/26 to proper fixed asset categories.</p> <p>All agencies must have leave balances (compensated absences) updated in the AASIS HR module.</p> <p>GRIR balances must be cleaned up by agencies.</p>						
July 6, 2006	<p>DFA-OA-CAFR Section will extract compensated absences information from AASIS.</p> <p>DFA-OA-CAFR Section will obtain accrued interest calculation from Treasury.</p>						
July 12, 2006	<p>AASIS will provide DFA-OA-CAFR Section with payroll information to calculate payroll accruals.</p> <p>All June FY2006 cash activity must be entered in AASIS and reconciled to the June 30, 2006 bank statements. Agencies which have bank accounts with a statement cut-off date other than June 30, 2006, must have all June cash activity entered in AASIS and reconciled to the June 30, 2006 bank balance ten days after the statement date.</p>						
July 13, 2006	<p>DFA-OA-CAFR Section will email accrued interest on Treasury trust CD's to agencies with instructions on how to record.</p> <p>Each agency must have provided all due to/due from information (fund, general ledger account and amount) to the reciprocal agency.</p> <p>Examples:</p> <table><tr><td>BA 0390 Worker's Comp Premium Tax</td><td>BA 0470 Payables to DIS</td></tr><tr><td>BA 0425 Trust Fund for Multi-agency Ins Prem Payments</td><td>BA 0620 Unemployment</td></tr><tr><td>BA 0610 M&R, Quick Copy and Interagency Training</td><td>BA 0390 Worker's Comp Admin Costs</td></tr></table>	BA 0390 Worker's Comp Premium Tax	BA 0470 Payables to DIS	BA 0425 Trust Fund for Multi-agency Ins Prem Payments	BA 0620 Unemployment	BA 0610 M&R, Quick Copy and Interagency Training	BA 0390 Worker's Comp Admin Costs
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July 15, 2006	Agencies must have submitted all reconciliations of cash activity to DFA-OA-Treasury Reconciliation unit.						
July 18, 2006	<p>Agencies with their own HR systems (do not use AASIS for leave balances) must calculate and record their compensated absences. If instructions are needed, contact DFA-OA-CAFR Section. These agencies must submit supporting documentation for the leave balances to DFA-OA-CAFR Section.</p> <p>DFA-OA-CAFR Section will e-mail final compensated absences information to agencies that use AASIS for leave balances with instruction on how to record the compensated absences entries.</p>						
July 19, 2006	<p>DFA-OA-CAFR Section will e-mail payroll accrual information to the agencies with instructions on how to record.</p> <p>Agencies with their own HR systems (do not use AASIS for payroll) must calculate and record their</p>						

accrued payroll. If instructions are needed, contact DFA-OA-CAFR Section. These agencies must submit supporting documentation for the accrued payroll balances to DFA-OA-CAFR Section.

July 20, 2006	Service Bureau agencies must provide Closing Package to DFA-OA-CAFR.
July 25, 2006	DFA-OA-CAFR Section will run ZSIC report for sick leave.
July 31, 2006	<p>Agencies (excluding service bureau agencies) must have completed period 13 and 15 year-end closing entries, excluding accounts receivable, sick leave and accounts payable. Please Note: A/R Form 8 Columns A through O are due with your closing book.</p> <p>Agencies (excluding service bureau agencies) provide the Year-end Closing Package along with all supporting documentation such as subsidiary ledgers, bank reconciliations, etc. that support the amounts on each agency's trial balance to DFA-OA-CAFR Section.</p> <p>Agencies (excluding service bureau agencies) have all interfund transfers balanced and corrected in AASIS.</p>
August 2, 2006	DFA-OA-CAFR Section must have the information from the State's Retirement Systems needed for sick leave accruals.
August 9, 2006	<p>DFA-OA-CAFR Section will e-mail sick leave information to agencies that use AASIS for leave balances with instruction on how to record the sick leave accrual entries.</p> <p>Agencies with their own HR systems (do not use AASIS for leave balances) must calculate and record their sick leave accruals. If instructions are needed, contact DFA-OA-CAFR Section. These agencies must submit documentation for the entries to DFA-OA-CA</p>
August 15, 2006	All Schedule of Expenditures of Federal Awards due to Anna Dowell.
August 16, 2006	DFA-OA-CAFR Section will extract "Y" vouchers information from AASIS. Please insure that you put a "Y-xxxx" in the reference field for all Y Vouchers. Failure to put the "Y-" reference as the first two digits will result in unrecorded liabilities.
August 23, 2006	DFA-OA-CAFR Section will e-mail accounts payable ("Y" voucher) information to agencies with instructions on how to post.
August 23, 2006	Accrued sick leave entries must be posted by agencies (excluding service bureau agencies).
August 24, 2006	Agencies (excluding service bureau agencies) post entry for accounts receivable into AASIS. Submit A/R Form 8 with supporting documentation for the amounts reported as accounts receivable, deferred revenue and allowance for uncollectible accounts, such as subsidiary ledgers, accounts receivable aging reports, etc to DFA-OA-CAFR.
August 30, 2006	Accounts payable entries must be posted by agencies (excluding service bureau agencies).
September 1, 2006	All agency personnel will be blocked from posting entries into FY2006.
September 14, 2006	All agencies provide Analytical Review to DFA-OA-CAFR Section. This form can not be completed until all entries are posted by your agency and the Office of Accounting.

September 29, 2006	Colleges and Universities provide College and University GAAP Closing Book.
October 12, 2006	<p>Applicable agencies provide audit reports:</p> <ul style="list-style-type: none"> Safe Drinking Water Construction Assistance Fund UAMS ESD <p>Retirement Systems provide Retirement Systems Closing Book.</p> <p>ADFA provide financial statements on Community Technical College Revolving Loan Fund.</p> <p>Applicable agencies provide risk management information:</p> <ul style="list-style-type: none"> EBD Worker's Comp State Insurance Dept. State Police ADEQ ASU University of Arkansas Systems
October 17, 2006	Retirement Systems must provide calculation of any Net Pension Asset or Net Pension Obligation to DFA-OA-CAFR. Retirement Systems will need to verify the accuracy of the schedules provided. This schedule is titled: "Determination of Pension Cost and Net Pension Obligation GASB Statement No. 27."
October 24, 2006	Legislative Audit to furnish the following College and University audits to DFA-OA-CAFR Section for inclusion in the CAFR: Arkansas State University Consolidated System, Arkansas Tech University, and University of Central Arkansas.
October 26, 2006	<p>Applicable agencies provide all discretely presented component unit audits or financial statements and notes. (ADFA, Student Loan Authority, U of A Foundations)</p> <p>Retirement Systems provide pension plan actuarial reports.</p>
October 31, 2006	<p>Legislative Audit to furnish the following College and University audits to DFA-OA-CAFR Section for inclusion in the CAFR: University of Arkansas Consolidated System.</p> <p>Retirement Systems provide Retirement Systems Audit Report to DFA-OA-CAFR Section.</p>
PLEASE NOTE:	Certain items on the timeline do not apply to Colleges and Universities, ADFA, Student Loan Authority, and the Retirement Systems because these agencies submit either a Closing Book with financial statements or a GAAP basis audit report and no information is gathered from AASIS.